

Waste Wise Checklist

Here are some things to think about when planning your event:

- Provide waste, recycling and organic waste collection bins. Numbers and placement of bins should be calculated and planned using the guidelines in Appendix 1.
- If you rely on your stallholders, caterers, contractors or staff to reduce waste then let them know before the event about Waste Wise events and your expectations from them. Appendix 2 is a template letter to let stall holders, caterers or contractors know about your Waste Wise event requests
- All single use plastics are banned at events that occur on Council land. This includes:
 - plastic straws
 - plastic water bottles
 - plastic bags, cutlery, and food packaging
 - balloons
 - plastic cling wrap
 - merchandise or giveaways that you know won't be used beyond the event.

Appendix 3 lists alternatives for single use plastic

- Reward attendees for bringing their reusable cups, bags and bottles with discounts to encourage reusable items. For example, make coffees or meals 50c less in reusable cups/cutlery. If this is something you need to ask of your stall holders, caterer, contractors or staff see Appendix 2
- Consider how you can avoid food waste, try not to over cater, encourage participants to take home leftovers or even partner with an organization or community group that collect leftover food and redistributes it to people in need.
- Designate a staff member or volunteer to check for litter during the event and after the event.
- Educate patrons, staff and other attendees about waste. Provide them with appropriate information, signage, and importantly – make it easy with good access to bins in the right places. Appendix 4 provides links to download bin signage (bins provided by council will have these stickers on them)
- Reduce the need for plastic water bottles by providing access to tap water. Have a sufficient supply of freely available potable water for staff and patrons. For outdoor events portable 'Hydration Stations' are available for loan from the Strathbogie Events Team
- Include the Strathbogie Waste Wise event logo on promotion and publicity materials. This is a public statement of commitment that your event will be Waste Wise.